

MONROE COUNTY, FLORIDA
JOB DESCRIPTION

Position Title: ADMINISTRATIVE ASSISTANT/BUILDING

Date: 06-18-98

Position Grade: 07

FLSA Status

Job Code: 7-8

GENERAL DESCRIPTION

(The information of the description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.)

Advanced administrative and clerical work coordinating varied administrative and/or clerical functions in an operating division or department, or functioning in a specialized technical staff capacity.

KEY RESPONSIBILITIES

1. Functions as an Administrative Assistant to the Building Official.
2. May supervise or coordinate all administrative and/or clerical activities within a unit in a large operating division or department. Conducts necessary correspondence and studies.
3. Analyses and resolves administrative problems. Coordinates methods and procedures, improvements and programs, to foster greater productivity. Evaluates programs for compliance with priority schedules and accomplishments of work programs. Develops and installs systems, forms and procedures.
4. Represents the division or department in making special investigations and gathering information.
5. relieves the department head of administrative details. Coordinates office operations with other divisions and units of the County. Compiles technical data for use in department's operation.
6. Assists in budget preparation and monitoring budget control.
7. *Interprets rules, regulations, and policies to public and other County agencies.
8. Performs special assignments and is responsible for special projects requiring little or no supervision, such as procedural guides within the department. Researches and develops material for supervisor's use.
9. *Plans, initiates and carries to completion clerical, secretarial and administrative activities.
10. Performs related work as required.

***Indicates an essential job function**

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KEY JOB REQUIREMENTS

Education: High School diploma or G.E.D. required.

Experience: 6 years progressively responsible secretarial, clerical or administrative experience.

Impact of Actions: Decisions and impact are limited to decisions and planning within a small work group or project team.

Complexity: Varied: Work is complex and varied and requires the selection and application of technical and detailed guidelines. Problems are not easy to identify, but are similar to those seen before. Moderate analytic ability is needed to gather and interpret data where results/answers can be found after analysis of several facts. Solutions can often be found by using methods chosen before in other situations.

Decision Making: Varied: Supervision is present to establish general objectives relative to a specific project, to outline the desired end product and to identify potential resources for assistance. Independent judgment is required to identify, select, and apply the most appropriate of available guidelines and procedures, interpret precedents, and adopt standard methods or practices to meet variations in facts and/or conditions.

Communication Requires regular contact within the department and with other departments, outside agencies or the general.

with Others: public, supplying or seeking information

Managerial Has responsibility or authority which is limited to the direction of temporary workers.

Skills:

Working Conditions/ Normal office situation; Works alone or closely with others.

Physical Effort: Intermittently sitting, standing, or stooping; Typically standing and/or walking; Light lifting or carrying 25 lbs or less.

Other: Typing 50 corrected words per minute.

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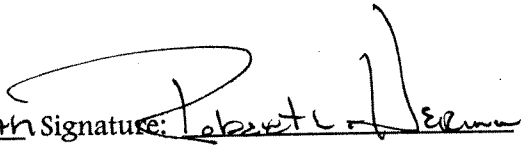
Position Grade: 07

APPROVALS


Department Head:

Name: DONALD HORTON Signature:  Date: 6/24/98

Division Director:

Name: ROBERT L. HERMAN Signature:  Date: 6/24/98

County Administrator:

Name: _____ Signature:  Date: _____

On this date, I have received a copy of my job description relating to my employment with Monroe County:

Name: _____ Signature: _____ Date: _____